

CLASS TITLE: CHIEF OF ADMINISTRATIVE SERVICES

Class Code: 02592500

Pay Grade: 30A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the direction and supervision of the fiscal, accounting control, office management, or field auditing services of a state department or other state agency of comparable complexity; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior of the agency served with wide latitude for the exercise of independent judgement; work is subject to technical review by State Controller on matters relating to accounting controls; major policies and procedures are determined in consultation with superior.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of a staff engaged in the fiscal operations of the agency served.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the direction and supervision of the fiscal, accounting control, office management, or field auditing services of a state department or other state agency of comparable complexity.

To be responsible for the administration of all business management functions in a state program involving the supervision and control of complex accounting, budgeting, and other fiscal activities involved in, or related to, the expenditure of state or federal funds.

To supervise procurement activities, including the preparation and recording of requisitions for supplies and materials, and the general review of purchases.

To supervise the maintenance of personnel records, and through consultation with agency officials assist in the fiscal control of personnel matters.

To review and appraise financial and accounting operations and when necessary improve practices and procedures.

To supervise the periodic preparation of financial reports and quarterly estimates of expenditures from various appropriation and accounts.

To plan, organize, coordinate and supervise the work of field personnel engaged in auditing expenditures under a complex specified program to insure their authorization and compliance with governing standards and regulations.

Under the general direction of the superior of the agency served to plan, prepare, and analyze the annual budget.

To participate in staff meetings in the development and clarification of policies and procedures.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of general and cost accounting and the ability to apply these principles and practices; a thorough knowledge of office and business management practices and procedures; a familiarity with governmental finance policies and procedures; the ability to prepare, analyze and present departmental budgets and estimates of anticipated expenditures; the ability to install financial recording procedures and accounting systems; the ability to plan, organize, coordinate and supervise the work of subordinates engaged in accounting, field auditing, and clerical tasks; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in business administration including of supplemented by completion of advanced courses in the principles and practices of accounting; and

Experience: Such as may have been gained through: considerable employment in a highly responsible administrative or supervisory position in the field of general accounting or business management.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: May 28, 1972

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